

Department of Public Health
and Human Services

Section:
TIME LIMITED ASSISTANCE

TANF CASH ASSISTANCE

Subject:
TANF Months/Out-of-State Requests

Supersedes: TANF 803-1 (07/01/05)

References: ARM 37.78.102 and .201; 45 CFR 264.1



GENERAL RULE– Adult caretaker relative(s) and minor child(ren), may receive 60 months of cash assistance in the adult's lifetime, regardless of which state or tribe issued the benefit. If the applicant indicates he/she has received cash assistance from another state/tribe or the Eligibility Case Manager has reason to believe benefits were issued in another state/tribe after October 1, 1996, the other state(s)/tribe(s) must be contacted by Central Office Staff to determine the number of months TANF was received and which months are countable on the federal time clock.

Eligibility Case Managers notify Central Office using Out-Of-State Benefit Verification Request (HCS-100), to obtain this information. One HCS-100 must be completed for each adult with possible out-of-state months.

Do not delay, deny, or terminate benefits pending verification, unless there is reason to believe the client may have exhausted all benefits. Such situations would include when the client states they may have exhausted their federal TANF months or the client only had 6 months remaining on their clock and has been living out of state for longer than that.

**► PRIORITY
VERIFICATION
REQUESTS**

When there is reason to believe the client has exhausted or is within **two** months of exhausting their 60 month time limit, Central Office staff must be contacted as soon as possible. Please **e-mail Carol Carpenter** or call her at **406-444-9291** and provide case name, case number and what states need to be contacted.

When it is believed a client might be within **twelve** months of exhausting their 60 month limit, please indicate on the HCS-100 (Out-of-State TANF Benefit Verification Request) being sent to central office that it is a priority request.

**► INVESTIGATIVE
INTERVIEWING**

During the intake interview the Eligibility Case Manager must inquire about all possible States a client may have received TANF. Workers should not assume the State they recently moved from is the only State they might have received TANF in. e.g. Family moved from CA and birth certificates show children were born in WA and AZ. Please ask the applicant if they might have received TANF in CA, WA and/or AZ.

- The WoRC Case Manager also might discover additional States not previously reported. e.g. Client states while receiving TANF in Nevada they applied for SSI but we only inquired about Idaho TANF months. WoRC should notify OPA so they can request verif. of NV months.
- **INTENTIONAL PROGRAM VIOLATION** Statements made during investigative interviewing should be documented in TEAMS case notes. If the applicant indicated he/she did not receive cash assistance from another state/tribe, but information is received proving otherwise, the Eligibility Case Manager must evaluate the situation for pursuit of an Intentional Program Violation (**Section 1501-1**).
- **TEAMS DOCUMENTAION** All states contacted for confirmation of out of state months will be documented by central office in TEAMS case notes. The spans used out-of-state will be documented in case notes and the total used per state will be displayed on the TICI screen. To access the TICI, enter any character in the TICI field on RECI (upper right corner of screen).
- REMINDER:** The TICI and TICU screens only show the Montana time clock and should not be used to inform the client or other states about the countable months on the federal time clock.
- HCS-100 PROCEDURE**
Responsibility ACTION
- Eligibility Case Manager 1. If the receipt of cash assistance from another state/tribe is indicated on the application or discovered in the interview, complete the top portion of the HCS-100 **for each adult caretaker relative** in the household (coded 'A' or 'I' on SEPA). Keep the blue copy in the case file.
- If TANF information is obtained when calling states to confirm case closure, the Eligibility Case Manager should still complete the HCS-100 (listing the information obtained from the other state and attaching any verification provided). Central Office will update TICU, enter case notes and incorporate data into statewide tracking.
- Once an HCS-100 has been completed for a particular state a new one does not have to be completed for that state unless the applicant has been back in that state since Montana case closure.

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- County Office 2. On a weekly basis, send all forms (white, yellow and pink) to Central Office, Attn. **Carol Carpenter, P. O. Box 202925, Helena, MT 59620-2925.**
- Central Office 3. Process the request within thirty (30) days. Complete the middle section of the request form. Sign and date the form. Enter TEAMS case notes, Update Montana TANF time clock months on TICU. E-mail the County Director, OPA Case Manager and WoRC Case Manager if a household is now at-risk or another immediate action is needed. Return the white and pink copies to the appropriate county office. Keep the yellow copy for statewide tracking.
- Eligibility Case Manager 4. Provide the HCS-100 to the client and request their signature. Regardless of if the client signs the form, the pink copy should be given to them. Retain the original (white copy) in the case file as a permanent document.
5. Document client's response and worker's actions in TEAMS case notes (CANO).
- Send adequate notice of time limit closure, if appropriate.
 - Send HCS-178 (Extension notification/Application request), if 58 or more months of assistance have been used.
 - Contact County Director to schedule an at-risk interview, if 48 or more months of assistance have been used.

**ASSISTANCE
RECEIVED IN
TWO STATES
FOR THE SAME
MONTH**

Complete Form HCS-100, "Out-Of-State TANF Benefit Verification Request" and submit to Carol Carpenter, Central Office. Write a note on the HCS-100 that benefits were received in the other state and Montana in the same month. The duplicative months will not be entered for the other state.

**► INQUIRIES
ABOUT MT'S
CLOCK**

All inquiries from other States about the number of months a participant has received Montana TANF cash assistance must be referred to **Carol Carpenter in Central Office. Her phone number is (406) 444-9291.**

All of Montana's TANF case assistance is federally funded. However, Montana has two time clocks. Therefore all out of state inquiries must be routed through central office for confirmation of countable federal time clock months.

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